

City of Franklin Addendum No. 1 to

Purchasing Office Solicitation No.: 2012-023

1. Solicitation identified: This Addendum No. 1 applies to the following procurement:
liability, property and workers' compensation insurance products and services
Purchasing Office Solicitation No.: 2012-023
2. Notice to Proposers publication date: **December 15, 2011**
3. Solicitation release date: **December 15, 2011**
4. Optional Pre-Submittal Conference: **January 18, 2012, 2:00 p.m. Central Time, City Hall Board Room**
5. Addendum No. 1 release date: **January 25, 2012**
6. Deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation: **February 14, 2012, 2:00 p.m. Central Time**
7. Proposals submittal deadline, opening: **March 1, 2012, 2:00 p.m. Central Time**
(Proposers are welcome but not required, or even expected, to attend the opening of all proposals received. No presentations will be conducted at this time.)
8. Tentative date of interviews, if necessary, of one or more finalists: **Week of March 19, 2012**
9. Tentative date of release of City's tabulation of proposals received and notice of intent to award: **April 13, 2012**
10. Tentative date of award: Meeting of Board of Mayor and Aldermen at which is tentatively scheduled to be awarded the selection of the proposal that best meets the needs of the City: **April 24, 2012**
11. Effective date of policy or policies: **July 1, 2012, unless otherwise directed by the City of Franklin**

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12. Addendum:

In reference to the City of Franklin's December 15, 2011 Purchasing Office Solicitation No. 2012-023 for liability, property and workers' compensation insurance products and services, the City has been asked certain questions about the solicitation by one or more vendors who are potential proposers. In addition, the City has now conducted the Optional Pre-Submittal Conference.

The purpose of this Addendum No. 1 is to provide to all vendors who are known or thought to be interested in responding to the referenced solicitation (1) a summary of the January 18, 2012 Optional Pre-Submittal Conference, and (2) the City's responses to the questions that have been asked through January 19, 2012.

Please note that the submittal deadline and scheduled opening of all proposals received remains unchanged and is:

March 1, 2012, 2:00 p.m. Central Time

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Below is a summary of the January 18, 2012 Optional Pre-Submittal Conference:

City of Franklin Purchasing Manager Brian Wilcox welcomed those in attendance and thanked them for their interest in this opportunity to do business with the City.

Mr. Wilcox asked that all present introduce themselves:

- City staff: Human Resources Director Shirley Harmon, Risk Manager Rodney Escobar, Risk Analyst Sara Sylvis, Assistant City Administrator for Finance & Administration Russ Truell, Comptroller Mike Lowe, Purchasing Technician Tiffany Wilkins and Purchasing Manager Brian Wilcox.
- Others present: Laura Jungmichel of Tennessee Risk Management Partners; Liz Hartzog and Danny Simmerman of Brown & Brown Insurance; Anthony Roman of Tennessee Municipal League Risk Management Pool; and Jim Dickson of Willis of Tennessee, Inc.

Mr. Wilcox reviewed certain components of the RFP:

- Timetable:
 - Deadline for submittal of questions – February 14, 2012, 2:00pm CT
 - Proposal submittal deadline and opening – March 1, 2012, 2:00pm CT (no presentations to be conducted at this time)
 - Tentative date of interview, if necessary, of one or more finalists – week of March 19, 2012
 - Tentative date of release of City's tabulation of proposals received and notice of intent to award – April 13, 2012
 - Tentative date of award – April 24, 2012
 - Intended effective date of policy or policies – July 1, 2012
- Term of services and coverages provided by proposer under any contract awarded pursuant to this request for proposals shall be one (1) year with two (2) one-year options to extend beyond the first year.
- Availability of appendices upon request.
- Proposal Submittal Form, including separate pages for quoting specified limits of coverage and deductible amounts vs. alternate schedule, questionnaire.
- List of proposal submittal contents – see section 11 of the Instructions for Proposers.
- List of other documents to be required of successful proposer – see section 15 of the Instructions for Proposers.

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Mr. Wilcox stated that carriers and agents may request an onsite loss control visit, prior to submitting a proposal, by contacting the Purchasing Office (purchasing@franklin@tn.gov or 615-550-6692).

Mr. Wilcox stated that the City intends to issue addenda as frequently as necessary to provide timely responses to submitted questions.

Mr. Wilcox asked if those present had any questions. Discussion ensued.

Rather than attempting to summarize the discussion, the City respectfully requests that the vendor representatives present at the January 18, 2012 Optional Pre-Submittal Conference consider the responses made by City representatives at that time to be informal and unofficial. Any questions the vendor representatives wish to have answered as official clarification of the City's request for proposals should be submitted in writing (prior to the February 14, 2012, 2:00 p.m. Central Time deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation).

Further, the City wishes to clarify one response it gave at the Pre-Submittal Conference on the subject of whether any City projects for which design engineering is required would be designed and stamped by professional engineers on City staff. A more precise answer is the vast majority of engineering design work required for City projects is outsourced to private sector consulting professional engineers.

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Below are the questions asked through January 19, 2012, and the City's responses thereto:

Q1: How many voluntary and how many involuntary terminations of employees have happened individually during the past two years?

A1: INVOLUNTARY: 2 deaths, 33 Seasonal Workers (end of assignment), 3 Terminations during probationary period, 5 Terminations of HR Manual Violations. VOLUNTARY: 18 retirements, 64 voluntary resignations, 5 abandonments of position.

Q2: What is the number of officials that are authorized to manage, govern, or control your employees?

A2: We have 9 official board members who are authorized to manage, govern or control the City Administrator. The City Administrator delegates his authority that allows the 14 department directors authorization to manage, govern or control their employee population (with City Administrator's approval). The total employee population is 668.

Q3: What is the number of employees who handle, have custody or maintain records of money, including police officers?

A3: The answer to this question is still being researched and will therefore be provided in an upcoming addendum.

Q4: What is the number of employees or officials or managers not included in the prior two questions who handle funds or other property of employee benefit plans?

A4: The answer to this question is still being researched and will therefore be provided in an upcoming addendum.

Q5: Do you have Radio or TV Broadcasting Equipment and if so what is the value of that equipment? If it is already included in Contents on the Property schedule, please state the value and the location number?

A5: The City is hereby revising Appendix No. 3 ("Franklin, TN 2011-2012 Insurance Schedule") by adding a new tab no. 23 entitled "Furniture-Office Equipment." All of our TV broadcasting equipment is listed on the "Furniture-Office Equipment" tab. Scroll down to row 760. All Cable 10 property is listed from 760-895.

Q6: Do you employ any engineers that are not in charge of direct work?

A6: We have 10 engineers that are not in charge of direct work.

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Q7: I need some clarification regarding the Workers Compensation payrolls reflected on the Workers Compensation tab of Appendix 3. It appears that all of the Street Department payroll is shown under Code 5506 which is Street and Road Paving and Repaving. Should any part of this payroll be shown under Code 9402 Street Cleaning? Do you have any employees that are strictly just Street Cleaning and can you break out that payroll?

A7: The City is hereby replacing the “Workers’ Compensation” tab no. 1 of Appendix No. 3 (“Franklin, TN 2011-2012 Insurance Schedule”) with a new Workers’ Compensation tab no. 1. This new tab lists calendar year 2011 payroll by job title. This new tab includes workers’ compensation codes and descriptions. Please note that the workers’ compensation codes and descriptions assigned to each position as listed on new Workers’ Compensation tab no. 1 are listed for information purposes only and should not be the basis for quoting the City’s workers’ compensation coverage, and do not necessarily match those of NCCI.

Q8: I need a breakdown of payroll by position (not name of employee) of who is included in Code 8742 City Managers/Administrative as some of these employees appear to be incorrectly classified and should be classified under Code 8810 Clerical.

A8: See A7 above.

Q9: I need a breakdown of payroll by position (not name of employee) of who is included in Code 9410 Building Inspectors as some of these employees appear to be incorrectly classified. If you do have any engineers, what is the payroll and under what code are they currently shown.

A9: See A7 above.

Q10: What code have you used to assign the city attorneys and the amount of payroll as it needs to be classified under Code 8820?

A10: See A7 above.

Q11: What are the duties of the Stock Room Clerk that is shown under Code 9420? This code only applies in California so I need to reassign this payroll to the appropriate classification.

A11: See A7 above.

Q12: As for the Elected Officials, is the amount shown payment for work/services or payment for expenses?

A12: See A7 above.

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- Q13: I have been notified by a carrier I represent that a risk control team from their company will need to do a preliminary onsite loss control visit to see some of the properties and to ask questions of various City of Franklin staff members pertaining to loss control, human resource procedures, fire and police exposures, and other issues. As the agent representing the insurer's products, I typically accompany this team to the proposed sites and interviews with employees. According to section 19 of the Instructions for Proposers, "unauthorized communication" with city officials and employees is prohibited. Therefore, I am requesting "authorized communication" in order to allow the carrier and its agent the opportunity to fulfill their requirement for a preliminary onsite loss control visit.
- A13: Onsite loss control visits by representatives of and agents for insurance carriers may be conducted but only by appointment. To schedule an appointment, please contact the Purchasing Office (T: 615/550-6692; E: purchasing@franklin@tn.gov). Onsite loss control visits must be conducted prior to the February 14, 2012, 2:00 p.m. Central Time deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation. A staff representative of the City's Risk Management Office must be present during the site visit. Information provided during an onsite loss control visit should be considered by representatives of and agents for insurance carriers to be informal and unofficial. Any questions the representatives of and agents for insurance carriers wish to have answered as official clarification of the City's request for proposals should be submitted in writing (prior to the February 14, 2012, 2:00 p.m. Central Time deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of this procurement solicitation).
- Q14: Do you have any police dogs or equine exposures? How many? What training? Do you own all of the animals or lease any of them?
- A14: The City of Franklin owns four (4) police dogs and leases one (1) horse. All K-9s and handlers receive a sixteen-week course and then go through regional and national certification process through the United States Police Canine Association. The handlers and the K-9s continuously train weekly with their supervisors. The training consists of building searches, narcotic searches, apprehension and tracking of felony suspects only. As for the mounted patrol, the horse and the officer train several months with Metro Nashville's Mounted Patrol. The training consists of crowd control tactics, formation riding, and police tactics. The mounted patrol duties are pedestrian traffic control for large events, patrolling City parks, and public relations.

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Q15: I believe that I read somewhere that Franklin was looking at purchasing the old 84 Lumber property. It does not appear that those buildings are on the property schedule. Should they be? If so, what is the address, value, age of buildings, square footage?

A15: Yes, those building should have been listed on the property schedule but were not. The address is 124 Lumber Drive (Lumber Drive intersects Columbia Avenue opposite Beasley Drive), the purchase price was \$2,350,000 (closing was November 17, 2011), and the buildings were built around 2002-2003. (The intent of the purchase is for the 15-acre site to become the new home for the City's Water Maintenance, Fleet Maintenance and Streets departments.) See below for number of buildings and square footage.

124 Lumber Drive Building Name	
Component Space	Square footage
Main Building	
Storage Area:	12,508
Heated Area:	7,950
Second Building	
Unheated:	20,000
Storage Shed	
Shed 1:	8,400
Shed 2:	6,300
Shed 3:	7,200

Q16: I looked on Appendix No. 3 for the furniture and fixture schedule to determine the values for the TV equipment. However, I did not see a tab called Furniture and Fixtures. I did find \$5,000 of TV Equipment listed on the tab labeled Property more than 500 feet from a covered location. Could you direct me to the furniture and fixtures information?

A16: See A5 above.

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13. Acknowledge receipt of addendum: Proposers shall acknowledge receipt of this addendum on the Proposal Submittal Form in the space to the right of the text on that form that reads, "Receipt acknowledged of any and all issued addenda to this solicitation."
14. Questions, requests for clarifications, and requests to revise the procurement solicitation; addenda: To ask questions, to request clarifications about any aspect of this procurement solicitation, or to request revisions to the procurement solicitation prior to the deadline for optional submittal in writing of questions seeking to revise or clarify any aspect of the procurement solicitation, please contact:

City of Franklin Purchasing Office
Franklin City Hall, Suite 107
109 3rd Ave. South
Franklin, TN 37064
purchasing@franklinton.gov
Tel: 615/550-6692
Fax: 615/550-0079

Depending upon the inquiry, the City may request that the question, request for clarification, or request for revision be submitted in writing, whereupon the City may make all vendors known or thought to be interested in the solicitation aware of the inquiry and of the City's response thereto.

15. Communication with City during procurement phase: Any questions about either the content of or the procurement process pertaining to this procurement solicitation should be addressed as described above. Until the procurement award has been made, vendors shall not communicate about either the content of or the procurement process pertaining to this procurement solicitation with any official, employee or other representative of the City except through the City's Purchasing Office. The City reserves the right to disqualify any vendor that initiates unauthorized communication with the City during the procurement phase.